(Including Private Providers, State Providers, Private Service Coordinators, State Service Coordinators, and ITP Admins)

Log into ITPKIDS. In the menu bar across the top of the page you there is menu item identified as Reports. When you click on Provider CSRs, the system will recognize and retrieve the information for your provider record.

Once you click on Reports, the Report Selector Screen opens.
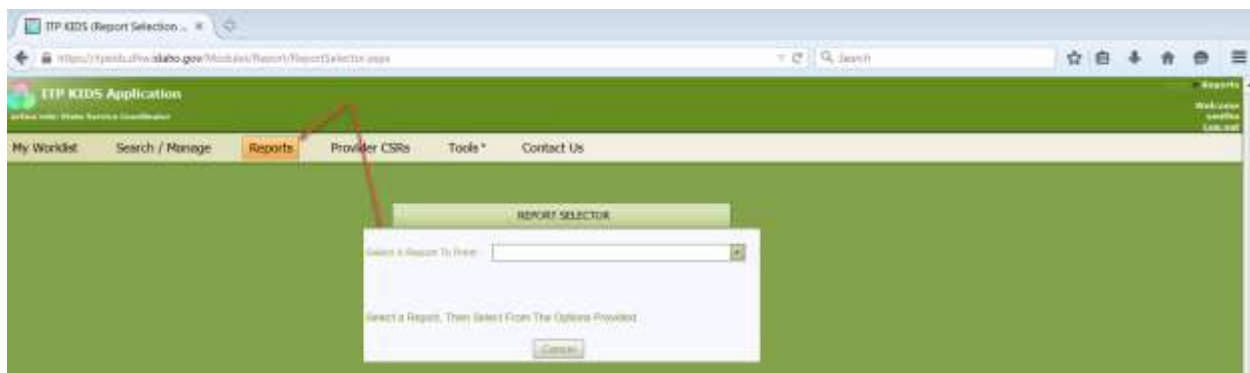
Depending on your user role, you may get several report options (ITP Admins). Choose Export CSRs from the drop down menu.
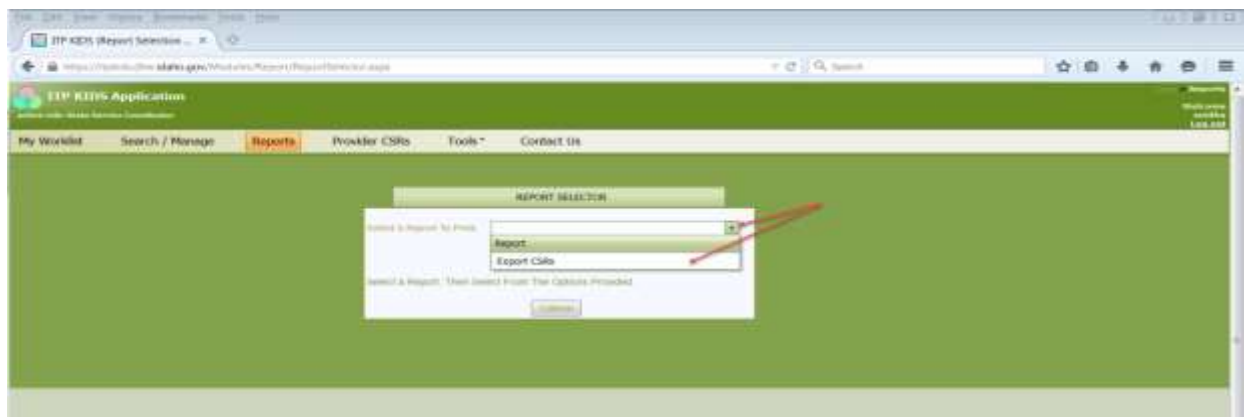
When Export CSRs is chosen from the drop down, the request for client specific data and date ranges appears. There is also an option of printing just Submitted CSRs or printing just CSRs that have been identified as 90 day reviews. (If you do not select either of these options, the system will bring back all CSRs for the identified date range)


Searching for the client information can happen in one of two ways. 1) If the client is currently on your caseload, then you can search using the drop down by selecting the client's name.
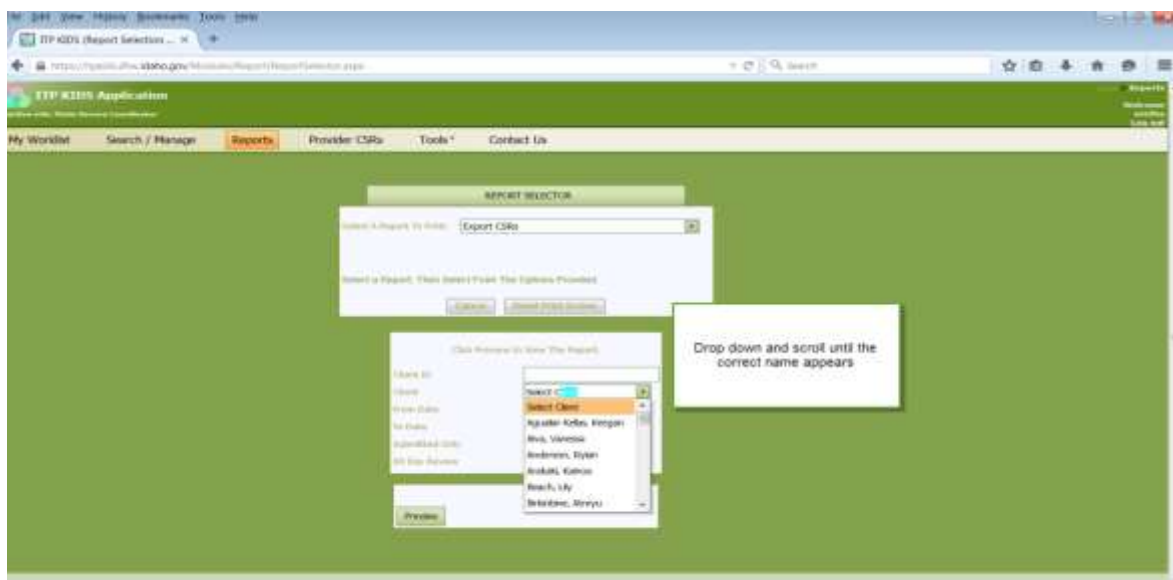
2) If your user role is ITPAdmin or if the client is no longer active on your caseload, then type in the Client ID. The client ID is located in the menu bar of the client record.
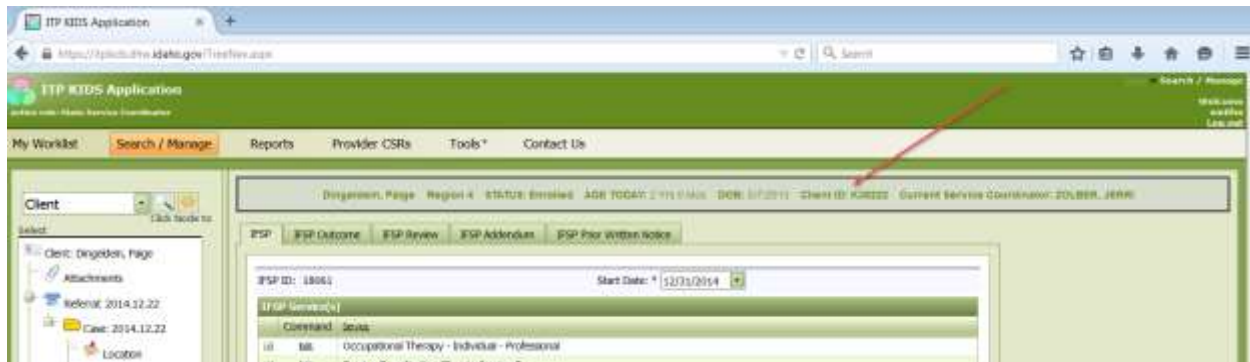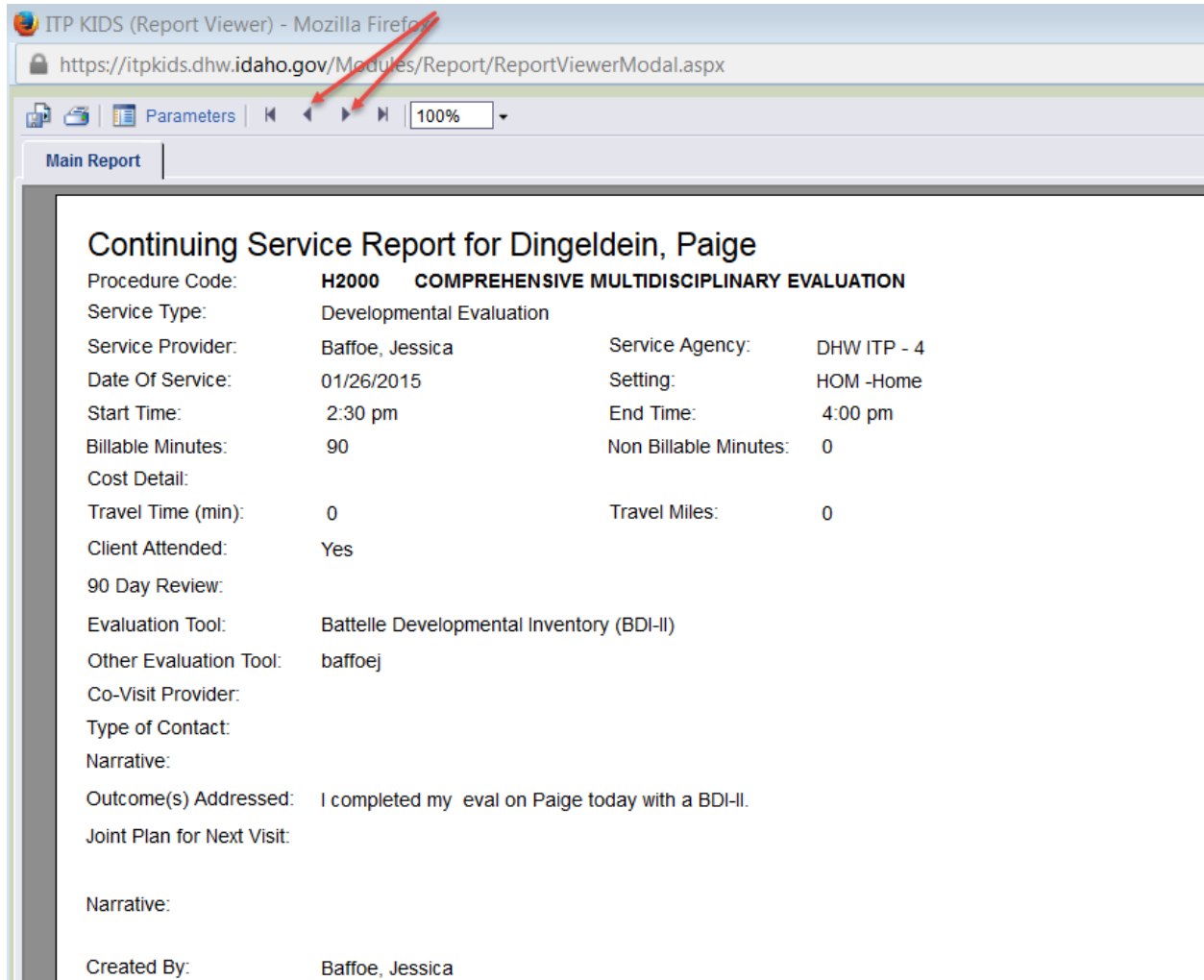

Once the client has been identified either by choosing the name from the drop down or by typing in the Client ID in the corresponding text field. Next choose the date range of the CSRs to be printed. If you only want to print the CSRs that have been submitted or just the CSRs that have been identified as 90 day reviews, check the corresponding box. Note: you are able to check both boxes or leave both boxes blank. Next, click preview
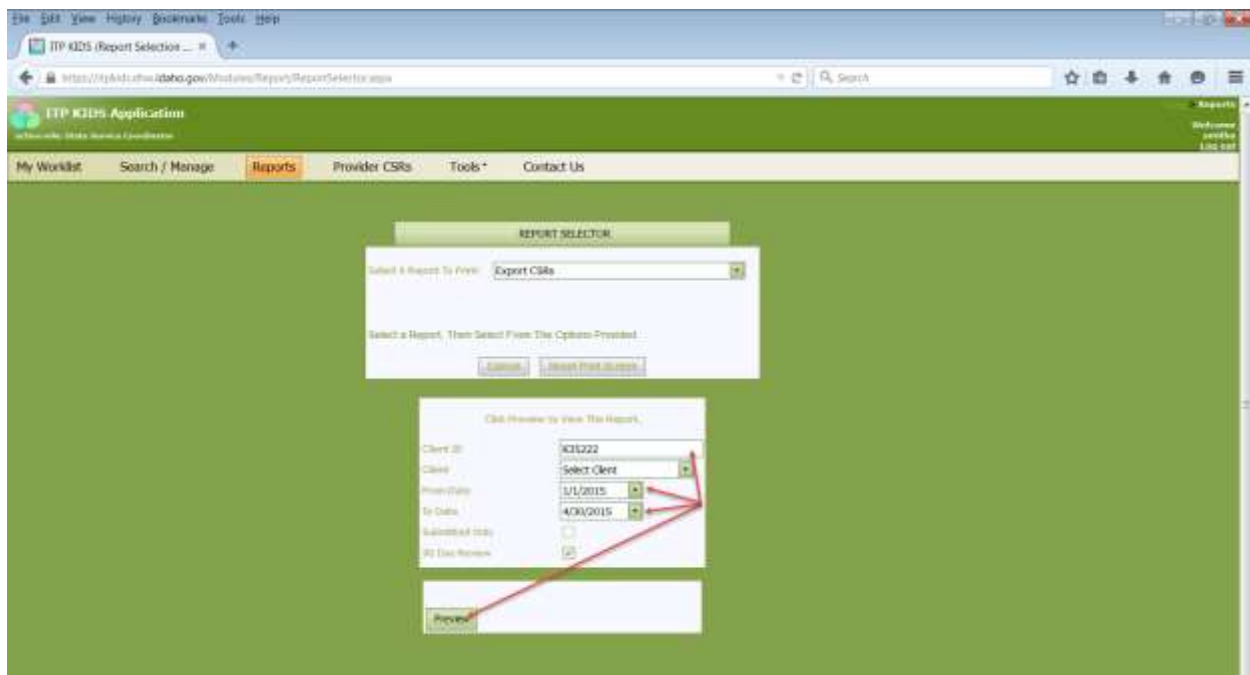
Note: Your computer will need to be set up to allow pops ups from ITPKIDS.dhw.idaho.gov for assistance with this setting, contact the ITPKIDS helpdesk.

Once preview is clicked, the system will bring back the CSRs that meet the identified criteria (submitted only, 90 day review, or neither option identified) and specified date range.

Once the CSRs display, you can review all the CSRs at this point by using the forward and backwards arrows to view each CSR page by page.


By clicking on the printer icon, you can to choose to print immediately or save the exported PDF to your computer to print at a later time. Click on the printer icon and then choose to have all pages exported or just specific pages. (Note: The CSRs will be exported to a PDF format before printing)
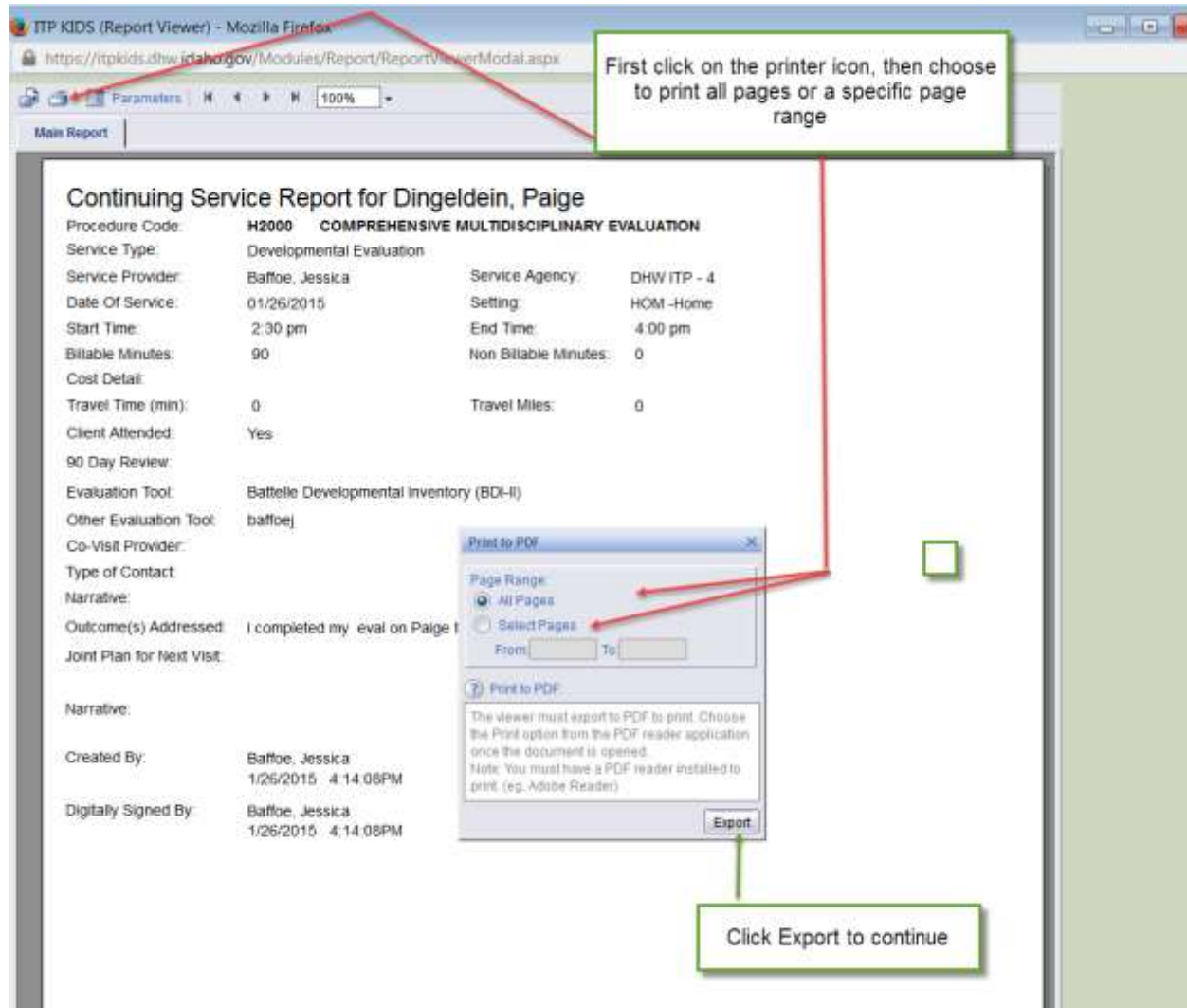
Click export (see above screen print) then choose either Open or Save and OK
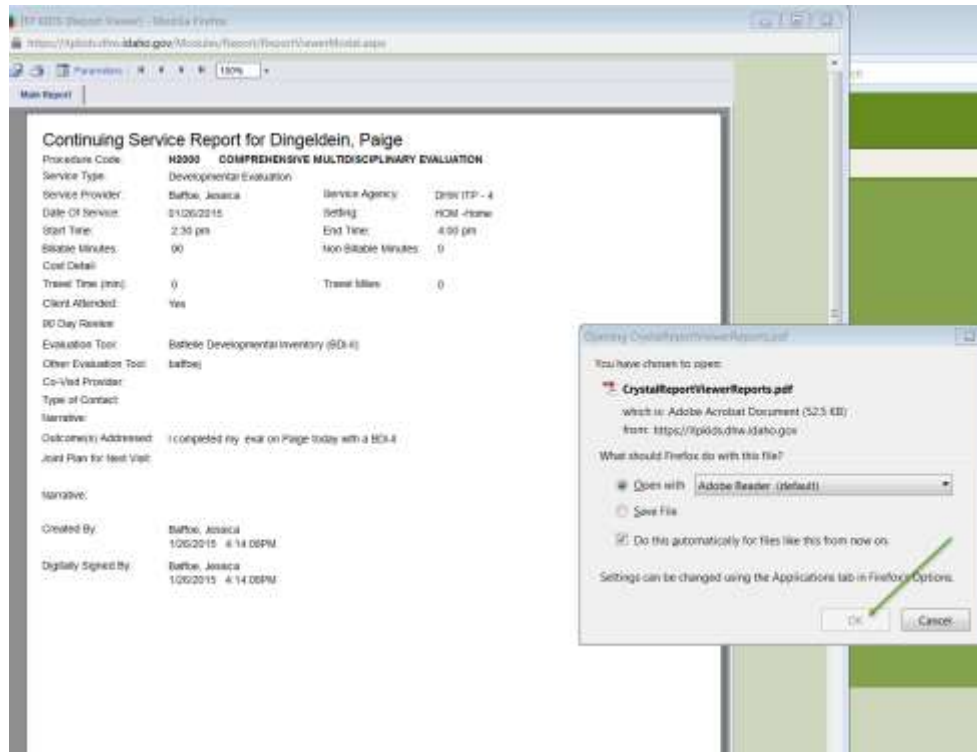
Once the file exports to a PDF file, you will again have the option of printing the CSRs or saving the file to your computer to print at a later time.
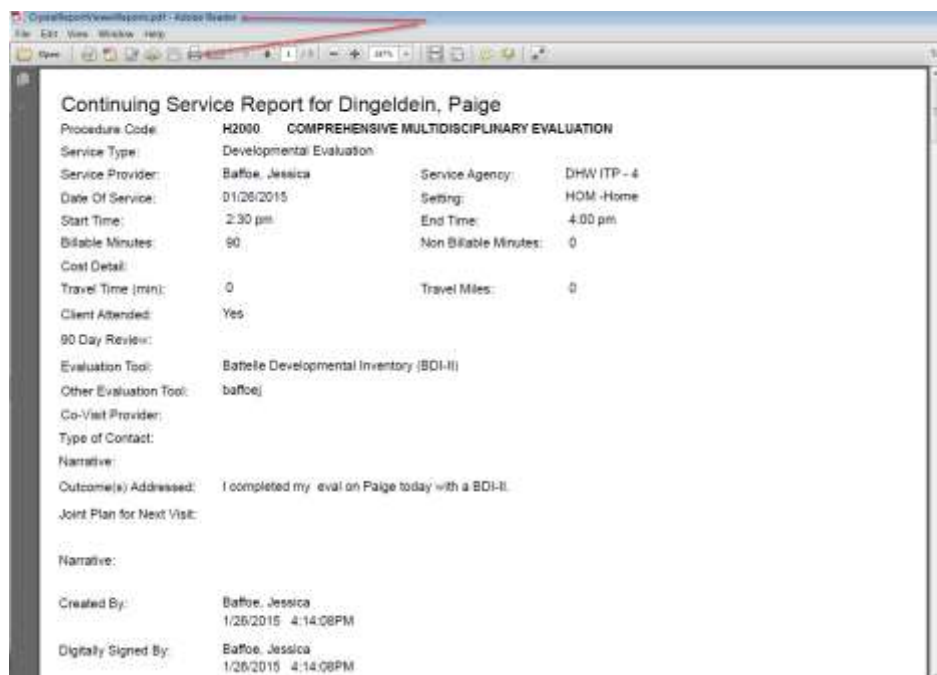
This concludes the User Guider for Printing CSRs. Thank You